

SECRET

25X1

BACKGROUND

1. Project Review Committee.

On 19 December 1951, the Project Review Committee approved Project No. OGD-137-52 for the improvement of CIA Library facilities, including "microfilming of all significant incoming intelligence documents." The AD/OD had outlined in a memorandum to the Comptroller details of the projects covered by OGD-137-52 above in which the AD/BN, AD/OC, AD/ST, AD/SC, AD/CI had concurred. The proposal stated: "The microfilm will be available at all times for viewing purposes and for reproduction in those cases when the requester requires a retention copy". Requirements were estimated as \$16,700 for purchase of two cameras, one film processor, and one oxaphane film duplicator; [] annual cost for personnel; and \$21,360 annual cost of supplies -- a total first-year expenditure of [] and annual expenditures thereafter of []

25X1

25X1

2. Negotiations to implement the microfilming project.

- a. Preliminary planning between OGD and Administrative Services during 1951 had been predicated upon the assumption that (i) Administrative Services (now Office of General Services) would provide administrative supervision of the microfilming operations which would be located in WDB, would develop two film copies at the Reproduction Plant within twenty-four hours, would produce photostat copies of original documents at the Reproduction Plant within twenty-four hours as needed to fulfill initial dissemination requirements, and would produce photographic prints upon request of research analysts; and (ii) OGD would provide functional supervision of microfilming, inspection of developed film, and maintenance of files, validation of requests for prints, searching of files and related reference services.
- b. Action to implement the project was not taken until Fiscal Year 1953 due to a personnel ceiling in OGD which prevented recruitment of personnel in FY 1952. On 6 September 1952, the Comptroller advised the AD/OD that funds allocated to this project in FY 1952 could be used in FY 1953 for the procurement of initial equipment and supplies making the total amount of \$38,060 available in FY 1953 for this purpose.
- c. On 16 October 1952 OGD advised the Chief, General Services that OGD would microfilm all documents, develop the film on the spot, inspect the film, ask General Services to make two oxaphane (positive film) copies of each reel, file the master reel in WDB, insert microfilm in filmport cards, upon request withdraw film port cards for viewing and/or reproduction of prints. OGD had a project in the develop-

SECRET

25X1

SECRET

25X1

mental stage at that time which would be designed to produce enlargements on paper from microfilm without the use of conventional printing processes and chemicals.

- d. On November 20, 1952, the Chief, General Services, recommended to the Assistant Deputy Director (Administration) that "the procurement of reproduction equipment and supplies for GCD not be approved at this time pending a determination by GCD and General Services that the Agency reproduction facilities cannot fulfill the requirements of GCD."
- e. On 13 April 1953 the Chief, General Services advised the Executive/ GCD that General Services had under consideration the proposed procedures, personnel and equipment requirements for microfilming incoming materials. He further stated "it is understood and agreed that GCD funds are available for the following reproduction personnel and equipment.

Personnel

Equipment

2 Model B Records Camera
2 Photostat Stabilizer units
3 Dikbold Processors

- f. On 26 August 1953 the Acting Chief, General Services, suggested by memorandum to the Acting DD/A that the Comptroller require GCD to submit a project amendment to cover cost of reproduction facilities. This memorandum raised questions as to the intent of the original FRC approval, the possibility of an increase in unit files in the Agency, the expense of reproducing extra copies of documents, and possible savings of filing personnel and equipment in GCD.
- g. Early in September 1953, the Acting DD/A requested that the Organization and Methods Service review the entire problem and make appropriate recommendations.

SECRET

25X1

SECRET

25X1

PRESENT SITUATION**1. Microfilming.**

- a. OGD started daily microfilming of all incoming single-copy documents in April 1953 (approximately 10% of the total daily intake, or 100 documents averaging five pages each).
- b. Reproduction Division, General Services, develops one reel of negative film from the above. The average time required for this service from pick-up by the Reproduction courier to return of developed film varies greatly. Some rush work is returned within twenty-four hours and reels for routine development vary from two to ten work days in Reproduction.
- c. OGD inspects the developed film and files the film in CIA document control number sequence. In the meantime, the pertinent documents have been disseminated and discovery of defective film necessitates location and recall of documents for a second filming.

2. Reference Service.

- a. Intelligence officers request documents from the CIA Library by CIA control number or by selected subject and/or area. If the latter request is made, an intellofax listing of each document on the subject/area is made by machine and the analyst selects the pertinent document numbers from the bibliographic statement thereon. Intellofax runs on request average between 375 and 400 per month.
- b. Documents charged out of the Library on loan average 9,000 per month. Approximately 10% of the requests for documents (or 6,000) cannot be fulfilled promptly or at all because the reference copy is out on loan, is in Reproduction for printing of additional copies, or is a single-copy document being circulated. Time required for circulation ranges from one to twelve months and in some cases documents are never returned to the Library.
- c. Intelligence officers read on a viewer those documents available on microfilm (3,000 such documents become available per month) and request reproduction of about 250 selected documents per month.
- d. Reproduction Division, General Services, makes prints of documents upon request, from printed copy or from microfilm. Average time required to obtain a print is approximately two weeks, urgent requests can be filled in about one week, and requests involving lengthy or numerous documents sometimes cannot be filled for several months.

SECRET

25X1

SECRET

25X1

PROPOSED SYSTEM

1. Microfilming.

- a. ODI would microfilm all incoming and CIA-produced documents (approximately 1,000 documents daily, averaging five pages each). This would include documents borrowed from other agencies with an established due date.
- b. Single-copy documents would be microfilmed immediately after the CIA control number is assigned and one 5 x 8 $\frac{1}{2}$ photographic print would be made in order to provide two copies for parallel flow of the document through the stages of coding, setting dissemination, etc. (Experience has proved that parallel flow reduces processing time from fourteen days to approximately seven days.) If Liaison Division determined that additional prints would be mandatory to fulfill initial dissemination requirements, additional prints would be made.
- c. [redacted] documents would be microfilmed immediately after assignment of CIA control numbers and five photographic prints would be made to fulfill initial dissemination requirements [redacted] (see Note). Parallel processing would proceed from this point.

25X1

- d. Multiple-copy documents would be microfilmed during preparation of copies of the document through parallel stages of processing. All copies of each document would be distributed. The present processing time for "parallel flow" documents is slightly less than seven days. Microfilming would not delay processing.
- e. About 1% of incoming material requires careful photographing but experimentation with various techniques in cooperation with Eastern Block representatives has reduced the volume that must be re-typed

SECRET

25X1

SECRET

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25X1

- f. Documents [redacted] and other similar lengthy printed matter would not be microfilmed and a hard copy of the document would be filed in the library. Such documents would be the only exception to the rule of microfilming all incoming documents.
- g. Film of all documents would be developed and inspected while documents are progressing through other stages of processing in order that, when necessary, documents can be re-photographed without delay in initial dissemination. Eastman Kodak estimates a 3% margin for film failure due to various causes.
- h. Two reels of film would be developed on all documents - one for CIA library files and one for the Vital Materials Repository.
- i. OOD film would be mounted in film sort aperture cards and filed by CIA control number in the CIA library.

25X1

2. Reference Service.

- a. Intelligence officers would continue to select documents from immediate listing and, if the selection is extensive, would further refine the selection by viewing the film sort cards through a viewer.
- b. Requests for prints of documents would be filled by running the film sort cards through a small mobile photostat machine which is capable of producing fifteen 3 x 5 1/2 photographic prints per minute. This machine has been designed especially for this operation at no cost to CIA for the research and development. The perfected machine produces a clear, readable stabilized (temporary - fades after several years) print.
- c. Intelligence Officers would be provided prints on a retain or destroy basis, and a record would be made of issuance of the print.
- d. The film sort card would constitute the only CIA library record of a document. No printed copies of documents would be maintained in or returned to the library except the small volume of lengthy printed matter on which filming is not practicable.

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SECRET

SECRET

25X1

OOD Expenditures under Present and Proposed Systems

(1) Annual Cost of Present System:

Equipment

\$ 29,556.00

365 file cabinets @ 60 -- \$ 29,200.00
2 microfilm storage cabinets
@ \$ 178.00 -- 356.00

25X1

Personal Services

25X1

Supplies

\$ 12,150.00

Microfilm reels for 100%
filming -- \$ 1,000.00
300,000 file folders 9,150.00
108,000 charge-out sheets 2,000.00

25X1

Library Space

25X1

Total Annual Cost

(2) Annual Cost of Proposed System:

Equipment

\$ 3,556.00

10 file cabinets @ \$80.00 3,200.00
2 microfilm cabinets
@ \$178.00 356.00

Personal Services

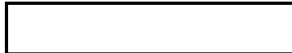
25X1

25X1

SECRET

25X1

SECRET



25X1



25X1

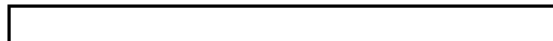
Supplies

\$ 16,740.00

360,000 Aperture cards \$ 5,700.00 1/
Microfilm @ \$3 per reel 5,040.00
Paper and chemicals 6,000.00

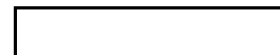
25X1

Library Space



25X1

Total Annual Cost



(3) Initial One-Time Costs

a. Equipment purchased in FY 1953:

\$ 20,861.00

2 Model D Cameras \$ 4,433.00
@ \$2,216.50
1 Prestoncel Splicer,
35 x 16 MM 772.00
3 Dicolor Film Processors
@ 2,795.00 8,385.00
3 Counters @ 1,655.00 4,965.00
4 Filmsort Inspectors
@ 300.00 1,200.00
1 MTE Viewer 200.00
1 Photo Printer (Economy) 125.00
1 Sensitometer A1 15.00
2 Microfilm storage cabinets
@ 178.00 356.00

b. Additional Expenditure required FY 1954:

\$ 15,766.50

(1) Equipment to be purchased:

\$ 11,266.50

1/ Aperture cards will cost \$8,500.00 per 360,000 for the first million cards purchased. Above figure represents one-third reduction thereafter.

SECRET



25X1

SECRET

25X1

1 Microtonica Film Printer,	\$ 1,850.00
16 x 35 mm	
2 Photostat Printer Processors	
@ 3,000	6,000.00
1 Model D Camera	2,216.50
12 Tub Files @ 100.00	1,200.00

(11) Alterations to be made: \$ 1,500.00

Partitions	\$ 600.00
Plumbing	1,000.00
Electric Wiring	1,000.00
Air Conditioning	1,900.00

SECRET

25X1

SECRET

25X1

PHASING OF PROPOSED SYSTEM

- a. October 15, 1953: A pilot test of the "projected operation", using single-copy and [] documents (25% of the total intake, or 250 documents daily). During the initial testing of the operation, the requirement for one copy of [] documents in the Library and return of single-copy documents to the Library would be continued.
- b. By April 15, 1954: Microfilming of all incoming and CIA-produced documents.
- c. By October 1954: Full-scale processing of all incoming and CIA-produced documents under the projected operation. A copy of each document would be retained in the CIA Library until peak efficiency of operation was attained.
- d. Final phase: No document files would be maintained in the CIA Library except the small amount of material impractical to photograph. Files of developed film would be built up in order to provide analysts with "on the spot" photographic prints of documents. Documents in CIA Library files would be absorbed gradually into the microfilming process and destroyed, and reels would be provided to the Vital Materials Repository.

SECRET

25X1